

OLD CONWAY DESIGN OVERLAY DISTRICT

CERTIFICATE OF APPROPRIATENESS REVIEW

New construction, additions, and outbuildings require review by the Historic District Commission

Proposed construction, requiring a building permit, including new residential construction, additions to existing structures, and outbuildings 160 s.f. or larger within the Old Conway Design Overlay District are required to obtain approval by the Conway Historic District Commission (HDC). Building permits are required after approval of the HDC. All requirements/conditions made by the HDC must be completed before the final building inspection.

Procedure

1. Application

- A. **Filing Fee:** None is required at this time.
- B. **Certificate of Appropriateness Application:** The completed application must be submitted to the Planning & Development Department **no less than 15 days prior to the public hearing.** *(The HDC typically meets at 6:00 pm on the fourth Monday of each month. Refer to attached Historic District Commission Meeting Schedule).*
- C. **Site Plan:**
 - 1. Site plan, drawn to scale, of the proposed property and improvements. Site plan must include (a) footprint of existing buildings/proposed additions/proposed outbuildings; (b) significant trees over 8" in diameter; (c) proposed driveways/parking areas/sidewalks (existing or proposed)
 - 2. Building elevations (side views) of proposed structure, outbuilding, or addition
 - 3. Pictures of existing property and adjacent properties
 - 4. Specifications, materials list, material samples, etc. may also be submitted to aid the HDC in making a proper determination.
- D. **Building Elevations:** Submit side views of any proposed structures, outbuildings, or additions.
- E. **Pictures:** Submit pictures of existing and adjacent properties.

2. Public Notifications

- A. **Public Hearing Sign:** The applicant must post a public hearing sign on the subject property, on or near the front property line, clearly visible by and unobstructed to the passing general public, **no less than 15 days prior to the public hearing.** The sign must remain on the property until the HDC design review is complete. The disposable sign may be obtained from the Planning & Development Department for \$7.50.
- B. **First-Class mail letters and/or signatures:** The applicant must notify all property owners within 200 feet of the subject property of the date, time, and location of the design review meeting by first-class mail letter or petition (signatures of owners) or a combination of the two methods **no less than 15 days prior to the public hearing.** A list of property owners within 200 feet of the subject property may be obtained from the Planning & Development Department or the Faulkner County Assessor's Office. If obtained elsewhere, a copy of said list/map must be submitted with the application.
- C. **Website:** The Planning & Development Department will place a notice of public hearing on the Historic District Commission section of www.cityofconway.org, appearing at least 15 days prior to the public hearing.

At the design review meeting, the HDC will approve the submitted design, deny the submitted design, or approve with changes the submitted design. Any decision by the Conway Historic District Commission may be appealed to the City Council within 30 days of the HDC's decision. Certificates are valid for one full year from the date of issuance by the HDC.

This handout does not cover the design specifications for the Old Conway Design Overlay District, merely the application procedure. For design guidelines refer to the Old Conway Design Overlay District Guidelines Pattern Book available at www.cityofconway.org.

Checklist of Items for Design Review

- ☐ **Application for Certificate of Appropriateness**- filed with the Planning & Development Department **no less than 15 days prior to the public hearing.**
- ☐ **Site plan** - of proposed property and improvements, drawn to scale and incorporating elements required by Procedure Item 1.C; filed with the Planning & Development department **no less than 15 days prior to the public hearing.**
- ☐ **Building Elevations** - side views of any proposed structures, outbuildings, or additions filed with the Planning & Development department **no later than 15 days prior to the public hearing.**
- ☐ **Pictures** - of existing and adjacent properties filed with the Planning & Development department **no later than 15 days prior to the public hearing.**
- ☐ **Additional Materials** - that applicant believes would aid the HDC, i.e. specifications, materials list and/or samples, etc.
- ☐ **Sign** - the disposable sign can be obtained from the Planning & Development department for \$7.50 and must be posted on the subject property **no less than 15 days prior to the public hearing.**
- ☐ **First-class mail notification letters and/or petitions to all property owners within 200 feet** - a copy of the notification letters to and/or signature petition of all property owners within 200 feet must be filed with the Planning & Development Department **no later than 15 days prior to the public hearing.**
- ☐ **Map/List showing all property owners within 200 feet** - a map/list (may be obtained from the Planning & Development department) including all names of property owners within 200 feet must be filed with the Planning & Development department **no later than 15 days prior to the public hearing.**
- ☐ Conway Historic District Commission bylaws require a **representative for each request be present at the HDC meeting.** If no representative is present, the request will be held in committee until the next monthly meeting.

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
OLD CONWAY DESIGN OVERLAY DISTRICT**
Conway Historic District Commission
City of Conway, Arkansas

Property Address: _____

APPLICANT

Applicant Name: _____

Address: _____ Phone: _____

_____ Email: _____

OWNER (If applicant is not property owner)

Owner Name: _____

Address: _____ Phone: _____

_____ Email: _____

ARCHITECT/ENGINEER/CONTRACTOR

Name: _____ Name: _____

Role: _____ Role: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Description of project: _____

Estimated period of construction: _____

Applications should include any and all information which may be helpful during review by the HDC. These items are described in Procedure Items 1.C-E.

A Certificate of Appropriateness is effective immediately upon issuance. Necessary building permits must be issued within 12 months of the approval date. Once expired, a project must be resubmitted for approval. Any work done outside the scope of the Certificate of Appropriateness renders it null and void. Violations of this ordinance constitute a misdemeanor and violators found guilty shall be fined \$10 to \$500 per violation. Each day that a violation continues to exist shall constitute a separate offense. ([Ordinance O-06-139](#))

I hereby certify that I am the owner, agent of the owner, or other person in control of the property and that the information given herein, and as shown on the certificate of appropriateness application is true and that I am authorized to obtain this certificate of appropriateness. Approval by the Historic District Commission does not excuse the owner or agent from compliance with any and all other applicable city policies, ordinances, or building codes. Responsibility for identifying such policies, ordinances, or building codes is that of the applicant, owner, or agent.

Signature of Applicant

Date

NOTIFICATION LETTER FORMAT

The following information is to be included in first-class mail notification letters.

Notice is hereby given that _____ has filed an application with the Conway
name of applicant

Historic District Commission requesting a design review for the following described property

[insert physical address or a description clear to the average person if no physical address is available]

more particularly described as

[insert Legal Description (Lot and Block Number and Subdivision Name)]

A design review on said request will be held at 6:00 pm on _____ in the
meeting date

first floor conference room of City Hall, 1201 Oak Street. For further information regarding this item please visit
www.cityofconway.org or contact the Planning & Development department at 501-450-6105.

Applicant's Name: _____

Applicant's Address: _____

PETITION FORMAT

May be used instead of or in combination with first-class mail notification letters.

Notice is hereby given that _____ has filed an application with the Conway
name of applicant

Historic District Commission requesting a design review for the following described property

[insert physical address or a description clear to the average person if no physical address is available]

more particularly described as

[insert Legal Description (Lot and Block Number and Subdivision Name)]

A design review on said request will be held at 6:00 pm on _____ in the _____
meeting date

first floor conference room of City Hall, 1201 Oak Street. For further information regarding this item please visit www.cityofconway.org or contact the Planning & Development department at 501-450-6105.

Signatures of Property Owners within 200 feet of subject property

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
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21. _____
22. _____
23. _____
24. _____
25. _____
26. _____



2016 SCHEDULED MEETING DATES

<u>MONTH</u>	<u>MEETING DATE</u>	<u>SUBMISSION DEADLINE</u>
January	Monday, January 25	Friday, January 8
February	Monday, February 22	Friday, February 5
March	Monday, March 28	Friday, March 11
April	Monday, April 25	Friday, April 8
May	Monday, May 23	Friday, May 6
June	Monday, June 27	Friday, June 10
July	Monday, July 25	Friday, July 8
August	Monday, August 22	Friday, August 5
September	Monday, September 26	Friday, September 9
October	Monday, October 24	Friday, October 7
November	Monday, November 28	Thursday, November 10
December	Wednesday, December 28 ¹	Friday, December 9

Conway Historic District Commission meetings begin at 6:00 pm typically on the fourth Monday of each month and are held in the first floor conference room of City Hall at 1201 Oak Street, Conway, Arkansas. The agenda with supporting information for each meeting is posted at <http://www.cityofconway.org/pages/conway-historic-district-commission/>

¹ Meeting moved due to Christmas Day Observance